



## EMPLOYMENT OPPORTUNITY

**Position:** Economic Development Analyst

**Division:** Economic Development

**Type:** Casual, CUPE

**Application Deadline:** June 23, 2023 by 4:30 pm

**Applications:** Qualified applicants are invited to apply online at [internal-cvrd.icims.com](https://internal-cvrd.icims.com)

**Competition Number:** 23107-E

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*Majestic mountains, the rugged West Coast Trail, serene lakes, and one of the world's tallest free-standing timber rail trestles all lie in the picturesque Cowichan Valley Regional District (CVRD). Located on Vancouver Island, the CVRD provides a wide range of local government services to a population of 80,000 within its 4 distinct municipalities and 9 electoral areas. Just 50 km north of Victoria and 30 km south of Nanaimo, the Cowichan Valley offers a warm climate and numerous parks, recreational, cultural, and social opportunities.*

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A casual **Economic Development Analyst** opportunity is available in the Economic Development Division within the Strategic Services Department at the Cowichan Valley Regional District (CVRD).

### General Information

Reporting to the Manager of Economic Development Cowichan (EDC), the Economic Development Analyst is responsible for a range of initiatives tied to the strategic objectives of EDC. Working closely with the Manager, EDC, the Economic Development Analyst is responsible for research and analysis, project coordination, stakeholder relations, event management, and marketing and public relations within the strategic focus areas for EDC, which includes business retention, expansion and attraction, sector development, communications, partnership and community development. The Economic Development Analyst works collaboratively with the other departments of the Cowichan Valley Regional District (CVRD). The ideal candidate for this opportunity will have a professional planning background to complement their economic development experience and will be able to provide planning expertise and advice on the various ongoing and future projects undertaken by Economic Development Cowichan.

### Qualifications

- Degree in community planning, economic development or a related field, or an equivalent combination of education, training, and experience
- 4 years of progressive experience working within an economic development environment, preferably within the public sector (or 2 years of experience + graduate degree in community planning, economic development or a related field)
- 2 years of progressive experience in sector research and statistical and policy analysis/development
- 1 year of experience in community engagement
- 1 year of experience in grant writing
- Proven event planning as well as marketing and communications experience
- Experience working with First Nations stakeholders is considered an asset
- Experience in supervising contractors and/or leading staff is considered an asset
- Valid Class 5 BC Driver's License

A full job description listing all the job requirements can be viewed online at [careers-cvrd.icims.com](https://careers-cvrd.icims.com).

**Hours of Work:** As this is a casual opportunity, there are no guaranteed hours of work. The successful candidate must be available to work a flexible variety of shifts, primarily days, but may include evenings and weekends for meetings and events.

**Salary:** Wage rate in 3 steps as per the Collective Agreement between the CVRD and CUPE Local 358, \$46.69 – \$48.06 - \$49.49 per hour (2023 rates).

**To Apply:** Please submit a resume and cover letter at the link above by 4:30 pm on the date indicated. Note that testing may be required during the interview process. Testing is based on the knowledge, skills, abilities and qualifications outlined in the job description.

*Date posted: May 30, 2023*